



YOUTH SERVICES
Report of Employee Arrest or Receipt of Summons

☐ Employee ☐ Intern ☐ Contract Provider ☐ Educational Staff

Date: _____

To: Central Office Human Resources

In accordance with YS Policy A.2.18, Section VI., this is notification that the person named below notified this office that he/she was arrested or has received a summons on _____.

Notification received by: _____
(Name/Title)

☐ Arrest Notice ☐ Notice of Receipt of Summons

Date Unit Head was notified: _____

Unit Head Notified by: ☐ Phone ☐ Letter ☐ In Person

Date Human Resources was notified: _____

This notice is being submitted by: _____
Unit Head Name / Title